



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
HUMAN RESOURCES DIVISION  
ONE ASHBURTON PLACE, BOSTON, MA 02108

CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lieutenant Governor

KRISTEN LEPORE  
Secretary

PAUL DIETL  
Chief Human Resources Officer

**MEMORANDUM**

**TO: Cabinet Secretaries, Department Heads and College Presidents**

**CC: Human Resources Directors**

**FROM: Paul Dietl, Chief Human Resources Officer** *Paul Dietl*

**DATE: February 10, 2016**

**RE: 32<sup>nd</sup> Annual Performance Recognition Program**

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State employees and their daily contributions throughout the workforce play a major role in the Commonwealth's successful delivery of quality services to its citizens. Outstanding employees set high standards for themselves and they motivate and influence their fellow workers to adopt similar standards. For thirty-two years, the Performance Recognition Program (PRP) has been an important means to publicly acknowledge and encourage outstanding performance and the Human Resources Division (HRD) is pleased to announce the kick-off of the 2016 program.

It is our expectation that we will acknowledge the major award winners (Manuel Carballo Governor's Award for Excellence in Public Service, the Eugene H. Rooney, Jr. Public Service Award, the Commonwealth of Massachusetts Mentoring Award and the Commonwealth Equity in Governance Award) at an award ceremony to be held at the State House in October. As we did last year, we plan to invite the recipients of the Commonwealth Citation for Outstanding Performance to the event; however, they will continue to receive their citations within their own departments prior to the event. HRD would encourage agencies to make a special event out of acknowledging their agency citation winners.

At this time, agency heads are asked to select their agency program coordinator who will work closely with HRD throughout the program cycle. A meeting is scheduled for February 25<sup>th</sup> from 11-12 in Room 211 at One Ashburton Place for all coordinators. In order to choose the best person to fulfill this role, it may be helpful to review the [Agency Coordinator Role Description](#). Once the selection is made, please have your agency coordinator email a completed [Agency Coordinator Form](#) to Nancy Daiute at [Nancy.W.Daiute@hrd.state.ma.us](mailto:Nancy.W.Daiute@hrd.state.ma.us).

For PRP overview, key dates and forms, please visit the [PRP website](#).

Thank you for your support of the Performance Recognition Program.